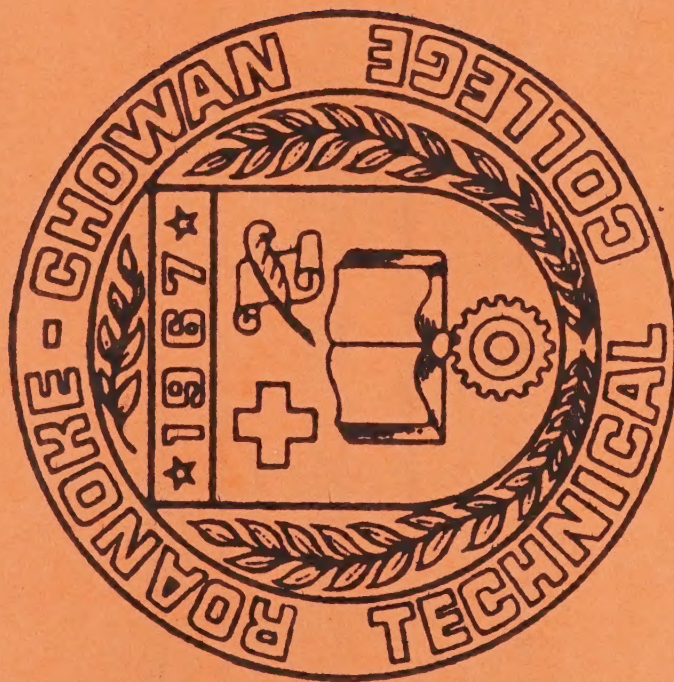


Reyer

PF RCCC History

ROANOKE-CHOWAN TECHNICAL COLLEGE

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910



STUDENT HANDBOOK

1982-83

Roanoke-Chowan Technical College issues this Student Handbook for the purpose of furnishing students with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or State. Efforts will be made to keep changes in this handbook to a minimum, but changes in policy by the General Assembly, State Board of Community Colleges, the Department of Community Colleges, or the Board of Trustees may make some alterations in curricula, fees, etc. necessary.

Roanoke-Chowan Technical College is an equal educational opportunity institution, which makes no distinction in admission of students, or in any activities on the basis of race, color, creed, sex, national origin, handicap, age, or political affiliation.

Roanoke-Chowan Technical College supports the protection available to members of its community under all applicable Federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246.

For information concerning these provisions, contact:

Affirmative Action Office
Roanoke-Chowan Technical College
Route 2, Box 46-A
Ahoskie, NC 27910

This calendar is designed to acquaint you with the services offered by Roanoke-Chowan Technical College. More specific information may be found in the school catalog or may be obtained from a counselor.

Efforts will be made to keep changes in the student handbook and the catalog to a minimum, but changes in policy by the General Assembly, State Board of Community Colleges, the Department of Community Colleges, or the Board of Trustees may make some alterations in curriculums, fees, etc. necessary. The college reserves the right to make changes in the regulations, courses, fees, and other matters of policy as it deems necessary.

EDUCATIONAL CONCEPT

Roanoke-Chowan Technical College strives to serve all of the people of the Roanoke-Chowan area by offering quality education to meet and satisfy the needs of each citizen, from the high school drop-out to the retired person.

The college offers a core of general education courses and activities to broaden the student's awareness of his responsibility as a citizen of his community, state, nation, and world. Vocational and technical educational programs are available for career-minded individuals. Continuing education programs, based on regional interests and needs, are provided; and Roanoke-Chowan Technical College offers advisement, counseling, guidance, and placement programs to better serve all its students.

As a member of the North Carolina Community College system, Roanoke-Chowan Technical College upholds the philosophy of total education and the "open door" policy, offering help to every student who seeks it, provided that the student can benefit from what is offered, and provided that the student is willing to try.

In the words of former State Board of Education Chairman Dr. W. Dallas Herring, "... the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. If their (the people's) needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity."

Individualized instructional methods are being developed at Roanoke-Chowan Technical College. These methods are based on performance objectives and would allow the student to know what is expected of him before experiencing lecture material, video tapes, filmstrips, computers, or other learning activities. The college is developing this approach because it believes that performance based instruction offers the student a way of

learning that he can use for the rest of his life. It is an adult approach because the person would have his objectives clearly defined and outlined in order of importance, and would be allowed to build upon areas in which he has experienced success.

Throughout its brief history, Roanoke-Chowan Technical College has provided quality education at a low cost to residents of the Roanoke-Chowan area. The college has also provided economic return to the communities, through the staff's payroll, student financial aid, Veterans Administration benefits, and through industrial employment. The college provides essential educational programs to members of the communities so that greater economic return can be realized by them, their families, and the communities.

WHOM TO ASK

Absences	Student Development Services
Admission	Student Development Services
Books and Periodicals	Learning Resources Center
Building Maintenance	Business Office
Change of Grade	Student Development Services
College Regulations	Student Development Services
Counseling	Student Development Services
Course Offerings	Student Development Services
Drop-Add	Student Development Services
Evening Courses	Student Development Services
Financial Aid	Student Development Services
Finances	Business Office
First Aid	Student Development Services
Grades -- End-of-Quarter Reports	Student Development Services
Graduation	Student Development Services
High School Equivalency Program	Learning Resources Center
Job Placement	Student Development Services
Lost and Found	Business Office
Parking	Business Office
Purchase of Books and Supplies	Business Office
Recreational Equipment	Student Development Services
Student Activities	Student Development Services
Transcripts	Student Development Services
Veterans Affairs	Student Development Services
Vocational Rehabilitation	Student Development Services
Withdrawals	Student Development Services

TUITION, FEES, AND OTHER EXPENSES

TUITION

Tuition for full-time students in technical or vocational programs is \$39 per quarter. Students taking less than 12 quarter hours pay \$3.25 per quarter hour credit.

Tuition for students whose legal residence is out of the State of North Carolina will be \$198 per quarter, or for part-time students \$16.50 per quarter hour credit.

Tuition requirements are waived for individuals 65 or older.

Some classes may require additional fees for the purchase of uniforms, pins, and other supplies.

STUDENT ACTIVITY FEE

Full-time day students (12 or more quarter hours) will be charged an activity fee of \$5 per quarter. Students taking less than 12 quarter hours will have an option of paying the activity fee. Those students failing to pay the \$5 will not be allowed to participate in S.G.A. sponsored activities. Activity fees are not charged for summer quarter.

GRADUATION FEE

A graduation fee of \$10 will be charged to students one quarter prior to graduation. Students must complete an application for graduation and pay the fee during registration prior to graduation.

INSURANCE

Student insurance is available at a cost of \$4 per year. This coverage is for students while at the school and in route to and from school.

TRANSCRIPTS

A transcript of courses taken at Roanoke-Chowan Technical College will be issued to the appropriate institution, agency, or individual upon written request by the student. One transcript will be prepared without charge, however, additional transcripts will cost \$1.00 per copy. No transcript will be released until the student's account is cleared with the Business Office.

REFUND POLICY

Tuition refund to a student shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within the school's drop-add period. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except for a course or curriculum which fails to materialize. Tuition of all students enrolled for such shall be refunded.

In order to comply with Federal regulations in institutions not regionally accredited, the State Board of Community Colleges has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U.S. Code Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition not used up at the time of withdrawal of such students.

Where a student, having paid the required tuition for a quarter withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for un-refunded tuition if he applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

Where a student, having paid the required tuition and fees for a quarter, dies during that quarter, (prior to or on the last day of examinations of the institution he is attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

STUDENT RESIDENCE CLASSIFICATION POLICY

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the twelve months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. If the parents (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant; however, if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of nondomiciliary status of the individual.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement on policy on this subject. A copy of the manual is available on request in the Student Development Services office for student inspection.

FINANCIAL AID

Roanoke-Chowan Technical College makes every effort to encourage students with seriousness of purpose to further their education. Financial assistance is available to students in the form of scholarships, loans, grants, and part-time employment.

Any student classified as "Not in Good Standing" at the college is considered to be making unsatisfactory academic progress, and is not eligible for financial aid.

Information may be received from the financial aid office or the admissions office in the Student Development Services department.

FINANCIAL AID PROGRAMS

PELL GRANT (FORMERLY BEOG)

The Pell Grant program is a financial aid program for students who are beginning their post-secondary education. Every student who applies for a determination of expected family contribution can be certain that this family contribution is being calculated on a formula consistent to all applicants.

Forms for the completion and mailing to a contractual agency are available in the high school or at the technical college.

COLLEGE WORK-STUDY

The college participates in the Federal College Work-Study program. Under this program, students are employed at the college on a part-time basis and may work as much as 20 hours per week while in school and up to 40 hours per week during summer months and vacation periods.

Eligibility for employment as well as the number of working hours per week depends on the student's financial need. All applicants must be enrolled or accepted for enrollment as at least a half-time student.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

This program is available to students with need. Supplemental Educational Opportunity Grants vary in amount due to individual need and availability of funds.

COLLEGE FOUNDATION LOAN

The N.C. Insured Student Loan (NCISL) is a low-interest loan to help pay for attending a college or vocational school. In some states these loans are referred to as Guaranteed Student Loans and students obtain the loans from banks and other commercial lenders. In North Carolina, College Foundation, Inc., (CFI) is the central lender. CFI gets its funds from N.C. commercial banks, life insurance companies, credit unions, educational institutions, N.C. State Education Assistance Authority, and other organizations. The NCISL Program is an outgrowth of the N.C. Bankers Student Loan Plan established in 1962.

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of North Carolina who are accepted for enrollment or enrolled full-time, in good standing may receive the North Carolina Student Incentive Grant to help pay their educational expenses. This grant is based on need, which is determined by the need analysis. The amount of the grant is based on an individual student's demonstrated financial need after subtracting the family contribution from the educational cost.

COMPREHENSIVE EMPLOYMENT & TRAINING ACT (CETA)

CETA pays Roanoke-Chowan Technical College those charges actually incurred by the students in the CETA program, including tuition, books, supplies, fees, and other charges which are required of all other students in the curriculum.

SOCIAL SECURITY

The Social Security law provides monthly benefits directly to full-time students when a parent on whom they are dependent dies or starts receiving social security, retirement, or disability benefits.

VOCATIONAL REHABILITATION

This service is provided by North Carolina funds, with Federal aid, to assist handicapped persons in obtaining necessary training to become gainfully employed. Individuals with tuberculosis, arthritis, deformities, amputations, heart disease, mental retardation, deafness, emotional illness, paralysis, blindness, and other handicaps can be served. Vocational Rehabilitation provides for all education expenses (tuition, fees, books) for these individuals during their training.

CLUB AND INDIVIDUALLY SPONSORED LOANS

Loans sponsored by clubs or individuals for quarterly aid to students to be repaid within that quarter are as follows:

DAVID B. HENDRIX LOAN (STYLISTICS CIVIC CLUB)
THURSDAY BOOK CLUB LOAN FUND - Hertford County Residents Only
ANONYMOUS LOAN FUND
HELPING HANDS LOAN FUND - Northampton County Residents Only
MURFREESBORO LIONS CLUB LOAN FUND
H & T STUDENT LOAN FUND

BEST PRODUCTS FOUNDATION SCHOLARSHIP PROGRAM

This program is designed especially to assist people pursuing vocational-technical study programs. The scholarship grants will be made only to people enrolled in programs not leading to a Bachelor's degree. It covers course work given by professional schools, non-degree granting institutions, vocational-technical schools, associate degree granting institutions, as well as programs not leading to a Bachelor's degree in colleges and universities. The scholarships are intended to help people prepare for jobs which are available in the work force now or in the near future. For instance, Best Foundation scholarships have helped people pursue careers as nurses, x-ray technicians, cooks, barbers, butchers, secretaries, data processing programmers, and word processing technicians.

The scholarships are awarded without reference to race, color, creed, sex, religion, or national origin.

The program is administered solely by the Citizens' Scholarship Foundation of America (CSFA), located in Manchester, NH.

EDUCATIONAL LOANS FOR MEDICAL & RELATED STUDIES OFFERED BY NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES

These loans are confined to specific studies in the medical and other health related professions for students who agree to practice their specialties in communities of limited population, depressed urban areas, and specific health programs in North Carolina in which there is an urgent need. The applicant's interest, academic capability and motivation for service are examined carefully in selecting participants in the loan program.

MONTH OF September YEAR 1982

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Registration Student Lounge	8 Orientation Lunch for Faculty, & Staff, & New Students	9 First Day of Classes	10	11
12	13 Last Day to Register Last Day of Agreement Period	14	15 Work-Study Time Sheets Due in Fin. Aid Office	16	17	18
19	20 End of Drop- Add Period	21	22	23	24	25
26	27 1st Newspaper Meeting for Students 1:30 p.m. Auditorium	28 1st Orient. Class Meets Auditorium New Students Must Attend	29 Class Repre. Must be Elected. Turn Names in to Stud. Ser. Dpt.	30		

STUDENT EMERGENCY FUND

This is a fund established for short-term loans to students with immediate financial need. Loans are made without any interest charge to the student and must be repaid within the quarter in which they are borrowed. All loans are made to cover direct school costs (tuition, books, activity fees, insurance, parking permits, assistance on gasoline costs to and from school). In extreme emergencies the financial aid officer and dean of students will review other school related expenses for loan consideration and will make a determination. Repayment for these loans must be made within 30 days. A maximum of \$100 may be made to an eligible student.

Criteria for Student Eligibility

- a. Must be of financial need
 - b. Must show and maintain "good standing" with the college
- Application for this loan should be made in the financial aid office located in the Student Development Services department.

VETERANS ADMINISTRATION ASSISTANCE

The technical college is approved for the training of veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service-connected disability. Eligible persons seeking such benefits should contact the school, be accepted for a program of study, and then seek counseling from the veterans service officer.

The following provisions are required to meet Veterans Administration regulations for veteran students:

- A. A veteran student's last date of attendance will be determined by the following:

- (1) A veteran who completes his program of study or who does not re-enroll after completing a quarter's work will be terminated with the VA effective the last day of the quarter just completed.
- (2) A veteran who is terminated in his schooling due to excessive absences will be terminated with the VA the date of the last acceptable absence (not the date of the drop slip validation).

- (3) A veteran who is terminated in his schooling for lack of progress will be terminated with the VA effective the date of validation of the drop slip.

- (4) A veteran who voluntarily withdraws from school will be terminated with the VA effective on the date of the validation of the drop slip.

- B. A veteran student who changes his course load and thereby causes a reduction or increase of his entitlements will have the change effective on the date of the drop-add if it occurs during the quarter (as validated) or on the first day of the quarter if it is a change that occurs after the completion of the previous quarter.

- C. The veterans service officer at Roanoke-Chowan Technical College will notify the VA in writing, or on necessary forms when appropriate, of any change in a veteran's status with the school. This will be accomplished within 30 working days of the change.

- D. A student enrolled in curriculum programs will be required to remain in "good standing" to be considered eligible for VA benefits. A student placed "not in good standing" will be terminated with the VA effective the date he is placed "not in good standing." A veteran who is enrolled in the high school equivalency program must make progress that will be based on percentage of completion that must remain equal to percentage of allotted time. (i.e. English = 250 hours allotted) Any student in the high school equivalency program who has more than five unexcused absences in a month will not be considered as fulfilling regular attendance and will be terminated from VA benefits for the remainder of that quarter. The person can be reinstated by fulfilling the requirements for readmittance.

- E. The veterans service officer will notify the VA immediately when an individual's progress or attendance falls below the above minimums.

- F. Any subject undertaken by a veteran and carried after the formal drop-add period at the beginning of the term must count in computing the grade point average. Where two or more unit subjects are undertaken and the veteran fails or withdraws from all and/or when the veteran fails to maintain a satisfactory grade point average, the veteran will be determined to have made unsatisfactory progress and will be placed on academic probation not to exceed one term.

- *G. Since Roanoke-Chowan Technical College does not follow a quality point average grading system, a student must remain in good standing and complete all required courses with a grade of C or better in order to graduate.

MONTH OF October YEAR 1982

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 1st Student Body Meeting 12:30 p.m. Auditorium	6	7	8 PELL Grant Checks Issued	9
10	11 SGA Petitions Must be Turned in by 3:30 p.m. to Student Services Dept.	12	13 Meet the Candidates 12:30 p.m.. Auditorium	14	15 SGA Elections Student Lounge 9 a.m.-1:30 p.m. Work-Study Time Sheets Due	16
17	18	19 Departments Meet to Organize Clubs	20 Installation of SGA Officers 10:30 a.m. Auditorium	21	22 Turn in Names of Clubs to Student Services Dept.	23
24	25	26	27 Movie - 1:30 & 7 p.m. Auditorium	28	29 Open House - Ahoskie High & Murfreesboro High Seniors	30
31						

*H. A student must pass sixty percent of his courses with a grade of C or better to remain in good standing. A student passing less than sixty percent will be placed on probation for one quarter. If he does not regain "good standing" he will be placed "not in good standing" and must appear before the Admissions Committee.

I. Transfers from other institutions and students who transfer from one program to another within the institution will have their transcripts evaluated on an individual basis. After determining the credits allowed, each student will receive a copy of the evaluation, a copy will be placed in his permanent file, a copy will be sent to the veterans service officer, and a copy will be sent to the student's advisor.

A veteran student is required to have document No. 22-1999 sent to the Veterans Administration stating the number of credits allowed for previous training. These credits will be subtracted from the total number of hours needed to complete the particular program. Students will then be required to complete the remaining hours needed for graduation for his chosen curriculum. Time needed to complete the program will vary depending on the amount of credit received from transfer and the course load taken each quarter.

*Students in the NEO program are not subject to the 60% passing for classification of in "Good Standing." Because of the nature of nursing practice, the college requires that a student must progress satisfactorily in all phases of nursing in order to continue in the program. Nursing students are required to maintain a minimum of B on all nursing courses, but may pass related courses with a C.

STUDENT SERVICES

EVENING PROGRAM

Roanoke-Chowan Technical College offers classes in the evening Monday through Thursday to meet the needs of students employed during the day or those who prefer to attend classes at night.

Anyone 18 years of age or who has completed public school requirements may apply. Admissions and attendance requirements for the evening programs are the same as those for the day programs.

Curricula courses currently being offered through the evening program include those in Business Administration, Criminal Justice, Executive Secretarial, General Office Technology, Child Care Worker, Automotive Mechanics, Welding, Nurse's Assistant, and General Education.

GUIDANCE AND COUNSELING

Guidance and counseling are an integral part of the total education program at Roanoke-Chowan Technical College.

Trained counselors are available to assist students with academic, occupational and personal problems. Counseling is available to every student from pre-admission through graduation and job placement.

To assist students in their academic programs, the college has established an advisor plan where every student is assigned a faculty advisor. The advisor helps plan the student's academic program, keeps a record of his progress, and is available for additional counseling.

TESTING

Roanoke-Chowan Technical College requires all entering students to take appropriate pre-admissions or placement tests prior to registering for classes. If a student's scores are unsatisfactory, he may be required to take developmental education courses in his deficient areas.

STUDENT ORIENTATION

Roanoke-Chowan Technical College offers a continuous orientation program. All new students are expected to participate in this orientation program. The objectives of the program are as follows:

1. To assist students in the articulation from one educational program to another.
2. To acquaint students with the facilities, services, activities, policies, and organizations.
3. To encourage and assist students to take advantage of the opportunities offered by the school.
4. To offer continuous assistance to the students as part of the counseling program.

JOB PLACEMENT

Roanoke-Chowan Technical College does not guarantee job placement to graduates, but the job placement office will assist in placing graduates in jobs whenever possible. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the college. Students desiring assistance with placement may obtain information from the Career Library in the Job Placement office.

MONTH OF November YEAR 1982

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Pre-Registration Begins	11	12	13
14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18	19	20
21	22	23	24 Fall Qtr. Ends Pre-Regis. Ends Candidates for Graduation File Appli. with Reg.	25 Holidays -----	26	27
28 -----	29 Quarter Break	30 Quarter Break Ends				

BOOKSTORE

The bookstore is located in the student lounge area. Textbooks and student supplies may be purchased there. A schedule, indicating the bookstore hours, is posted on the door.

FIRST AID

The Student Development Services department maintains an adequately supplied first aid kit for use by faculty and staff. When first aid is needed, contact this department.

FOOD SERVICES

A short order food service is available on campus in the student lounge. Hamburgers, hot dogs, french fries, and other sandwiches are prepared daily during lunch hours. Drinks, candy, potato chips, etc. are also available in the lounge.

IDENTIFICATION CARDS

Student identification cards are issued on registration day after the student is officially registered and upon payment of the student activity fee. This card will admit students to social, cultural, and educational events sponsored by the college.

RING SALE

A ring sale is held during the fall and spring quarters of each year, at which time RCTC students who have completed 50 per cent of graduation requirements may purchase a college ring. A deposit will be required when the ring is ordered.

STUDENT GOVERNMENT ASSOCIATION (S.G.A.)

The Student Government Association (S.G.A.) is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. This student council provides a means through which students can promote interest in student activities both on and off campus.

TELEPHONE

Students are not permitted to use the institutional telephone. A public telephone is available in the student lounge of the Roberts H. Jernigan, Jr., Education Center.

VOCATIONAL SHOPS

Students who are properly registered in on-going curriculum or extension classes in automotive, light construction, or welding are permitted to use shops, labs, and equipment in these particular classes.

Instructors, assistant instructors, and personnel assigned directly to a particular shop or lab may use the shop, lab, or equipment on a special needs basis.

Before any students, curriculum or extension, is allowed to complete registration for any type of shop or lab course, evidence must be presented to show that the student is covered by some type of accident insurance. The regular student insurance is preferred, however, if a personal accident policy is used, it must be evidenced by the policy number and the name of the insurance agency.

The following rules apply to the use of school shops and facilities.

1. All shops and other school facilities must be closed by five o'clock each day. They should be opened at night only for regular night classes. Anyone wishing to use any shop or other facility after five o'clock may do so only with special permission of the department head and the Dean of Fiscal Affairs.
2. No work of a commercial nature may be done in any shop. Work on vehicles and other equipment for students and direct employees of the institution may be done only if this is part of the class work or project. Using state time or tools to work on your own equipment during the regular school day is strictly forbidden.
3. No charges may be made for anything other than specified for parts and the regular service charges previously established.
4. Any student or employee found abusing these regulations will be subject to immediate suspension or dismissal.

MONTH OF December YEAR 1982

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Registration Student Lounge	2 1st Day of Classes	3	4
5	6 Last Day of Agreement Period	7 Last Day to Register	8 Bloodmobile Student Lounge 9 a.m. - 2 p.m.	9	10	11
12	13	14 End of Drop- Add Period	15 Work-Study Time Sheets Due in Financial Aid Office	16	PELL Grant 17 -Partial Pay. Last Day Before Holidays Christmas Dance 9 p.m. - 1 a.m. Kiwanis Bldg.	18
19	20	21	22	23	24	25
	HOLIDAYS -----					
26	27	28	29	30	31	
Holidays Continue -----						

STUDENT RIGHTS

ACADEMIC FREEDOM

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education--the freedom to hear, to study, to write, and to exercise the rights of citizenship.

ACCESS TO STUDENT RECORDS

All currently enrolled students 18 years and older, parents of current students younger than 18, and parents of dependent current students have the right to examine and challenge the official records of the student.

Other than directory information, student records may not be released without written consent of the student 18 years and older, or the parent of a minor. Records subpoenaed by proper legal authorities will be released to the authorities, but only if the student or parent is notified.

Roanoke-Chowan Technical College will release routinely, when queried, the following directory information: the student's name, address, telephone listing, program of study, participation in official activities, awards given, and degrees awarded.

Official records are those records maintained by any unit of the technical college except those created by an individual staff member for the member's eyes only and are not accessible to any other person(s). Confidential records, such as those of individual counselors and financial records of parents, are excluded and not open to students or parents.

GENERAL STUDENT REGULATIONS

STUDENT CONDUCT

Roanoke-Chowan Technical College expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and college facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as, off the campus.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation may result in expulsion from the college on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms. In open shops or labs where the instructor feels smoking may not be hazardous, he/she may allow smoking or may designate areas in which smoking is allowed.
6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.
7. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.
8. Drinking of soft drinks, milkshakes, and coffee, as well as, eating food is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors.
9. Loitering in cars parked in campus parking areas is strictly prohibited.

STUDENT APPEAL

When a student of the college is given notice of suspension or expulsion, the student is entitled to procedural due process. Any student who wishes to appeal this decision must abide by the following process:

1. Within five working days, the student must present in writing his/her reasons for such an appeal to the appropriate dean to ask for a Board of Review.
2. A Board of Review is appointed by the President to hold a hearing within five working days of the receipt of the appeal.
3. The Board of Review will review the charges as presented by the dean and present a written copy of its findings to the President within two working days.
4. Either party may have counsel and/or witnesses heard.
5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions:
 - a. Has a school policy or law been violated?
 - b. Is the student charged the guilty party?

MONTH OF January YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Classes Resume After 8:30 a.m. - Pick up 1983-84 ACT Fin. Aid Forms Stud. Ser. Dpt.	4	5	6	7	8
9	10	11	12	13 Movie - 1:30 & 7 p.m. Auditorium	14 PELL Grant Checks Issued Work-Study Time Sheets Due in Fin. Aid Office	15
16	17	18	19 Talent Show 2:30 p.m. Auditorium	20	21	22
23	24	25	26	27	28 Pick up Applica for Mr. & Ms. RCTC - Student Services Dept.	29
30	31					

INCLEMENT WEATHER

When classes must be cancelled due to inclement weather, official announcements will be made over local radio stations. Announcements made by Hertford County or other Roanoke-Chowan area public schools do not determine whether RCTC will be open. Such decisions are made independently by the President of Roanoke-Chowan Technical College.

ACADEMIC REGULATIONS

REGISTRATION

The official registration period consists of the first five school days of each quarter beginning with the designated registration day. Individuals will also have an opportunity to pre-register during the last two weeks of the preceding quarter. Students may enter open enrollment courses (all vocational courses) at any time during the quarter with a recommendation from the instructor.

In order to properly complete registration, students must follow these steps:

1. Obtain a permit-to-register card.
 2. Have schedule filled out and approved by his/her advisor.
 3. Have schedule approved by the Registrar.
 4.
 - a. If a student is to receive financial aid, he/she must check with the Financial Aid Officer to receive tuition charge forms, endorsements, etc.
 - b. If a new student is to receive veterans benefits, he/she must meet with the veterans officer prior to registration.
 5.
 - a. Take all registration forms to the Business Office and pay fees.
 - b. Bookstore charge forms are disbursed by the Business Office.
 6. All veterans must show the registration receipt to the Veterans Officer.
- Upon completion of registration, final enrollment statistics are provided to the proper college personnel.

DROP-ADD PERIOD

A student is responsible for the schedule of courses for which he/she has officially registered; therefore, the program of study should be carefully planned under the guidance of his/her faculty advisor so that changes in registration will not become necessary at a later date. However, a student may drop or add courses until 10 working days, beginning with the first day of the registration period. During this time, the student will not receive a grade for a course dropped. After the close of drop-add, any courses dropped will receive a 'W' grade on the permanent record which may affect the student's status.

GRADING SYSTEM

- *A - 93-100 based on performance average of completing all objectives
- B - 85-92 based on performance average of completing all objectives
- C - 80-84 based on performance average of completing all objectives
- I - Failed to complete all objectives satisfactorily within the time limit.
- F - Must re-register and take the course over the next time it is offered unless an agreement is signed to complete the objectives during the three-day agreement period.
- F -
 - a. Failed to remove I during required period.
 - b. Registered for class but failed to report, to contact instructor, and to drop the course.
- W - Withdrew from the course, for whatever reason. Student may drop a course at any time before the final examinations and receive a W grade. If a student withdraws from the school for reasons beyond the student's control, the advisor may request a Waiver of Classification of the student from the dean of instruction. A student must re-register to receive credit. Exception - a W grade cannot be given for an I. The student who drops from a course in which he/she is trying to remove an I can only receive an F.

*An A can only be received as an average of original test grades - no retests. Retests may be given only on material on which a student received less than 80 on an original test, but at least one original test must be passed. A student cannot make higher than 80 on a retest. No more than two retests on a test should be allowed.

MONTH OF February YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
.		1 Turn in Mr. & Ms. RCTC Applications to Student Services Dept.	2 Turn in Mr. & Ms. RCTC Applications to Student Services Dept.	3	4	5
6	7 Campaigning for Mr. & Ms. RCTC	8 Meet the Candidates for Mr. & Ms. RCTC 2:30 p.m. Auditorium	9 Meet the Candidates for Mr. & Ms. RCTC 2:30 p.m. Auditorium	10 -----	11 Voting for Mr. & Ms. RCTC - Student Services 9 a.m.- 1:30 pm DANCE 9pm - 1am Kiwanis Bldg.	12
13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16 Pre-Registration Begins	17	18	19
20	21	22	23	24	25	26
27	28					

CLASSIFICATION OF STUDENTS

At the end of the three-day agreement period the Student Development Services Department will classify each student enrolled the previous quarter according to the following categories:

PRESIDENT'S LIST – Full-time students who are in "Good Standing" and who make a grade of A on all courses in which they are enrolled at the end of the drop-add period.

HONOR ROLL – Full-time students who are in "Good Standing" and who make at least a grade of B on all courses in which they are enrolled at the end of the drop-add period.

STUDENT IN "GOOD STANDING" – Any full-time student who has a grade of C or better on 60% of the courses in which he/she is enrolled at the end of the drop-add period, who is not under disciplinary action from any instructor or the department of Student Development Services, and who is not in arrears in his/her financial obligations to the school.*

PROBATIONARY STATUS—Before being classified "Not in Good Standing," a student will be placed on probationary status for one quarter. If the student is not removed from probationary status during that time, he/she is automatically placed in the classification of "Not in Good Standing."

STUDENT "NOT IN GOOD STANDING" – Any full-time student who has C's on less than 60% of the courses in which he/she is enrolled at the end of the drop-add period, or who is under disciplinary action from any instructor or the department of Student Development Services, or who is in arrears in his/her financial obligations to the school. This student will be asked to withdraw and must appeal to the Admissions Committee for readmittance. This committee will determine if and when the student may re-enroll in school. The student who is classified "Not in Good Standing" and is readmitted to school by the Admissions Committee will be permitted to enroll in a minimum of 6 credit hours in required curriculum courses for one quarter. If he/she earns those minimum 6 credit hours during this quarter, he/she may then be readmitted to the in "Good Standing" classification. If a student classified "Not in Good Standing" desires to take more than the minimum 6 credit hours, he/she may enroll in a maximum of 12 credit hours, provided written permission is obtained from the dean of students. A student who enrolls in more than 6 credit hours must pass 60% of all courses taken or a minimum of 6 credit hours, whichever is greater, in order to be classified in "Good Standing."

FULL-TIME STUDENT – Any student enrolled in 12 or more credit hours at the end of the drop-add period.

PART-TIME STUDENT – Any student enrolled in less than 12 credit hours at the end of the drop-add period.

CLASSIFICATION OF VETERANS – Any veteran taking six credit hours or more is classified. He or she is required to pass 60% of all courses attempted in order to be classified in "Good Standing."

*Students in the NEO program are not subject to the 60% passing for classification of in "Good Standing." Because of the nature of nursing practice, the college requires that a student must progress satisfactorily in all phases of nursing in order to continue in the program. Nursing students are required to maintain a B average on all nursing courses and an 80 or above in related courses. Students failing to meet objectives in English 111 and 112 and English 204 at a minimum of 80, will be allowed to continue in nursing courses; however, the objectives of these courses must be mastered at 80 or above before graduation.

ATTENDANCE POLICY

The college considers regular class attendance a student's responsibility and important to good scholarship. Absences caused by illness, an emergency, an authorized field trip, or off-campus activity to represent the college, may be excused. An instructor may require a doctor's excuse or other documentation to excuse absences. Absences from class do not relieve the student of meeting all the requirements of the course.

The decision regarding class attendance and/or attitude problems shall be left to the discretion of the instructor. If the instructor considers a student's attendance and/or attitude to be a problem, he/she shall contact a counselor who will discuss the situation with the student and instructor, and the counselor and the instructor shall reach a decision concerning continuing the student in class.

Instructors are required to maintain accurate attendance records. A student who has unexcused absences that exceed one-sixth (1/6) of the contact hours for the course may be dropped from the course. It shall be the judgment of the instructor to decide if an absence is to be excused or unexcused.

It is also the instructor's responsibility to determine if a student should be dropped from a course because of absences, excused or unexcused, which would make it impossible for that student to successfully complete the course.

MONTH OF March YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Winter Qtr. Ends Pre-Registration Ends Candidates for Grad. File Appli with Reg.	2 Quarter Break	3	4	5
6	7 Registration Student Lounge	8 1st Day of Classes	9 1st Orientation Class, Audit. (All new students must attend)	10 Last Day of Agreement Period	11 Last Day to Register	12
13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18 End of Drop- Add Period	19
20	21	22	23 Bloodmobile Student Lounge 9 am - 2 pm	24	25 Kite-Flying Contest 2 pm Parking Lot	26
27	28	29 Career Day	30 Last Day Before Easter Holiday	31 Holiday		

A student who is dropped from a course will automatically receive a grade of "W" unless the student registered for the class but failed to report, to contact the instructor, and to drop the course. In this case, the student will receive an "F."

Students dropped from a class because of excessive absences may be reinstated in that class only upon recommendation of the instructor and approval of the Admissions Committee.

TRANSFER OF CREDITS

Educational work done in other institutions in which a grade of "C" or better was earned and a comparable course is offered at Roanoke-Chowan Technical College may be accepted in transfer if appropriate to the student's program of study.

Records of prior work will be evaluated and final acceptance or rejection of the transfer of credit lies with the college.

GRADUATION REQUIREMENTS

The following requirements apply to all programs; however, some departments may have additional requirements.

1. A student must successfully complete all the courses and the number of credit hours required by his/her curriculum as contained in the college catalog. Changes may be made in the college catalog requirements between the time a student enters a curriculum and the time he/she may be ready to finish. When such changes are made, the student must follow the new requirements so long as these new requirements do not require additional time to complete the curriculum. If additional time is required, the student will be given the choice of completing the new requirements or of accepting reduced requirements for completing his/her work.
2. The successful completion of the required courses and credit hours must be certified by the curriculum department chairman and the college Registrar.
3. At least one quarter before the scheduled completion, the department chairman and Registrar should check the records to insure that there are no discrepancies in required courses and credit hours.

4. A list of all students who have, or will have, completed the required courses and credit hours in time for graduation, will be furnished the registrar by each curriculum department chairman. Students must satisfactorily complete an application for graduation and obtain signatures verifying that they are not in possession of college property and are not in arrears in their financial obligations to the college.

5. The Registrar will check the records of each student on the lists furnished by the department chairman and prepare a certified list of candidates for graduation for the President.

WITHDRAWAL

Students desiring to withdraw from the college or from a particular course for any reason must contact Student Development Services to obtain the proper forms and procedures for official withdrawal.

TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Roanoke-Chowan Technical College makes no claim that any of its courses are transferrable, although some colleges may choose to give credit for courses satisfactorily completed at Roanoke-Chowan Technical College.

Any student planning to transfer credit earned at Roanoke-Chowan Technical College to a four-year college or university should contact the college where transfer is planned to obtain transfer information. A request should be made to the Roanoke-Chowan Technical College Registrar to send to the other institution an official transcript of credits earned at Roanoke-Chowan Technical College. If applicable, the student should also request to have a copy of the financial aid transcript mailed to the college where transfer is planned.

MONTH OF April YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Holidays -----	2 -----
3 -----	4 -----	5 -----	6 Classes Resume After Holidays	7	8 PELL Grant Checks Issued	9
10	11	12	13 Spring Field Day 11:30 am Cook Out	14	15 Work-Study Time Sheets Due in Financial Aid Office	16
17	18	19 Petitions for SGA Officers Must be Turned in by 3:30 pm to Stu. Ser.	20 Field Day (Rain Day)	21	22	23
24 31	25	26	27 Meet the Candidates 10:30 am Auditorium	28 Movie - 1:30 & 7 pm Auditorium	29 SGA Elections Student Lounge 9 am - 1:30 pm	30

LEARNING RESOURCES CENTER

The Learning Resources Center at Roanoke-Chowan Technical College is a strong combination of a library, a learning laboratory, an audiovisual department and an Adult Basic Education skills class. Emphasis is on learning as both a product and a process. The LRC is located in the center of the Roberts H. Jernigan, Jr., Education Center.

LIBRARY

The library is designed to help each student meet his vocational or technical goal and is also open to all faculty and staff as well as the general public. Highly qualified librarians are available to provide individual assistance in the use of library materials. Library orientation periods also enable the students to become familiar with the use of library materials and library regulations.

Aside from a well-rounded collection of books, the library contains pamphlets, periodicals, films, filmstrips, video tapes, recordings, and transparencies. The open-shelf system enables students to browse freely and encourages reading and studying.

Present library holdings include more than 23,000 volumes in general, technical, and vocational fields. The library subscribes to 225 periodicals and ten newspapers including those published in the Roanoke-Chowan area.

Open from 8 a.m. until 9:30 p.m. Monday through Thursday and from 8 a.m. until 4 p.m. on Friday, the library offers opportunities for learning to individuals of all educational levels.

MULTI-MEDIA DEPARTMENT

The multi-media department is responsible for providing and maintaining audiovisual instructional equipment.

Movie projectors, filmstrip projectors, opaque and overhead projectors, record players, tape recorders and other audiovisual equipment can be checked out and used by all instructors. Microfilm and microfiche readers and printers are also available for use.

In addition to instructional materials like maps, globes, films, tapes, filmstrips, recordings, slides, and transparencies, instructor-developed materials may be produced for inclusion in learning activity packages. Video taping equipment can be used in the classroom for instructional purposes.

LEARNING LABORATORY

The learning laboratory (located in the LRC) is a flexible, self-contained learning system. As such, it incorporates individualized, self-paced instruction through a format of programmed materials and uses a multi-media approach to provide learning experiences to meet the needs of individuals 18 years of age and older in the pursuit of their educational goals.

Through the use of a professional staff and programmed or self-instructional materials, adults work at their own pace to supplement classroom activities, to take additional course work, to prepare to pass the high school equivalency examination, to study for self-improvement, or to get a basic education.

Since there are no formal classes, the student may begin at any convenient time and proceed at his own learning rate. Instructors are available to give assistance and to determine if the student is progressing satisfactorily.

Veterans who are not high school graduates can receive VA benefits by working for their equivalency in the learning laboratory. These benefits are not deducted from their eligibility for higher education. Many veterans hold full-time positions while working toward their goal to pass the GED (General Education Development) test.

There is no charge to study in the learning laboratory and it is open Monday through Thursday from 8 a.m. until 9:30 p.m. and on Friday from 8 a.m. until 4 p.m.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Roanoke-Chowan Technical College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Technical College.

The name shall be the Student Government Association (SGA).

MONTH OF May YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Spring Fling Dance 9 pm - 1 am Kiwanis Building Ahoskie	7
8	9	10 SGA Car Wash	11	12	13 Work-Study Time Sheets Due in Financial Aid Office	14
15	16	17 Pre-Registration Begins	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Spring Qtr. Ends Pre-Registration Ends Candidates for Grad. File App with Registrar				

ARTICLE I – PURPOSE

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

ARTICLE II – MEMBERSHIP

The membership shall consist of all students who pay the student activity fee.

ARTICLE III – EXECUTIVE COUNCIL

SECTION A – Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

SECTION B – The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice-President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

SECTION C – The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State NCCCSCGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

SECTION D – The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the R-CTC Administrative Council, and the R-CTC Board of Trustees,

(5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairman to replace one who does not fulfill the duties of his office.

SECTION E – The duties of the Vice-President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

SECTION F – The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

SECTION G – The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and SGA Advisor, and (4) to prepare a budget to be submitted to the Student Council.

SECTION H – The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

MONTH OF June YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
.			1 Quarter Break	2	3	4
5 -----	6 Registration Student Lounge	7 1st Day of Classes	8	9 Last Day of Agreement Period	10 Last Day to Register	11
12	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17 End of Drop- Add Period	18
19	20	21	22	23	24	25
26	27	28	29	30		

SECTION I — The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall quarter, and (3) to maintain accurate absentee records and follow-up. (See Article IV, Section D.) Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the quarter.

SECTION J — Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

SECTION K — Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice-President will become acting President. He shall appoint the new Vice-President subject to approval by a two-thirds (2/3) vote of the Representatives.

ARTICLE IV — REPRESENTATIVES

SECTION A — The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum—one from the first-year section and one from the second year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

SECTION B — The Student Council shall be made up of all members of the Executive Council and all Representatives.

SECTION C — Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body not inconsistent with State Statutes and Board of Trustees policy.

SECTION D — Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing within one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or curriculum to elect another Representative.

SECTION E — Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall quarter. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

ARTICLE V – ADVISORS

SECTION A – The Advisor to the Student Government Association shall be the Director of Student Development Services or his appointee.

SECTION B – The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

SECTION C – Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

ARTICLE VI – ELECTION OF OFFICERS

SECTION A – Election for President, Secretary, and Treasurer shall be conducted by the end of the seventh week of spring quarter. Upon election, they shall serve concomitantly with the outgoing officers until the end of spring quarter at which time they shall assume full responsibilities of their elected offices.

SECTION B – Election for Vice-President, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall quarter. Upon election, they shall serve from election until the end of the summer quarter.

SECTION C – Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three quarters and be in “Good Standing” with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice-President, Parliamentarian, and Sergeant-at-Arms must be in “Good Standing” with the college at the time of nomination and for the remainder of the year. First quarter students would be assumed to be in “Good Standing” unless otherwise indicated.

SECTION D – Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

SECTION E – Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification card before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives a majority of votes cast, or in the event of tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

MONTH OF August YEAR 1983

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9 Pre-Registration Begins	10	11	12	13
14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18	19	20
21	22	23 Summer Qtr. Ends Pre-Registration Ends	24	25	26 Graduation - On Campus 7pm	27
28	29	30	31			

ARTICLE VII - COMMITTEES

SECTION A - General: (1) Committees may be formed as the SGA determines need. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

SECTION B - Standing Committees: (1) Communications Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the R-CTC Faculty-Staff Activities Committee.

ARTICLE VIII - NEW CLUBS OR ORGANIZATIONS

SECTION A - The Student Council shall grant charters to all Roanoke-Chowan Technical College clubs or organizations.

SECTION B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (3) Affiliation (or non-affiliation) with groups outside the college. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

ARTICLE X - QUORUM

SECTION A - A quorum for any meeting or conference of this organization shall be a majority of the members.

SECTION B - A quorum for any meeting of the Executive Council shall be two-thirds (2/3) of the members.

ARTICLE XI - AMENDMENTS

SECTION A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

SECTION B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

SECTION C - All amendments must be approved by the Board of Trustees.

ARTICLE XII - RATIFICATION

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.

REGIS

“An Equal Educational Opportunity Institution”